



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

CHRISTOPHER S. PORRINO
ATTORNEY GENERAL

KIM GUADAGNO
LT. GOVERNOR

JENNIFER E. FRADEL
ADMINISTRATOR

October 6, 2016
NOTICE OF JOB VACANCY
#16-226

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Division of Law, for interested applicants who meet the requirements specified below:

TITLE: Records Custodian
(TBD: Deputy Attorney General 4 **or** as an Attorney Assistant)

SALARY: Commensurate with title and experience

LOCATION: Division of Law
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Assistant Attorney General and the Section Chief of the Public Records Advice and Disputes Section, serves as Custodian of Public Records for the Division of Law. Responds to requests from members of the public or media for Division of Law records and information, including electronic files. Produces, in a timely manner, records requested which are not otherwise exempt or excluded from the definition of a public record. Identifies, segregates and protects from disclosure information which is deemed confidential, private and protected. Searches databases to locate records stored within Division of Law files and work units. Enters information in Open Public Records Act (OPRA) tracking system. Redacts information prior to distributing records. Assess and collects costs of duplicating records and special service charges. Additional duties of a Deputy Attorney General serving in this position include providing counsel and representation to State departments and agencies in defense of matters filed under OPRA.

REQUIREMENTS:

DEPUTY ATTORNEY GENERAL 4 (Salary TBD):

EXPERIENCE: Two (2) years of experience as a practicing attorney.

LICENSE: Admission to practice as an Attorney at Law in the State of New Jersey.

ATTORNEY ASSISTANT (\$49,263.43 to \$69,662.11):

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Two (2) years of paralegal or legal/legislative research experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis. A Bachelor's degree in Law may be substituted for both the education and experience requirements listed above. Applicants who do not possess a Bachelor's degree may substitute an Associate's degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

NOTE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you possess the required experience and education and are interested in the above position, please send a cover letter (including job vacancy #16-226) and current resume before the closing date of October 20, 2016 to:

Recruitment Coordinator
Office of the Attorney General, Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081
LPS.Humanresources@lps.state.nj.us

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

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